

## EASY STEPS FOR PREPARATION OF YOUR ROSTER:

1. Prepare Roster in two Part, Part I is the Man In Position, that is total men in position in a cadre, write their names with the category they belong to like, OBC/ST/STP General etc showing the subjects also.

2. Step 2: Draw the Roster as per format exactly to that serial no. of Roster equal to the Sanctioned Strength of the Particular Cadre, do not go beyond that. Suppose your sanctioned strength of Asst. Prof. Associate Professor is **49**, draw and use the Roster Points upto Point NO. 49 and not beyond.

3. Step 3 : Adjust the men in position from Part I to the Roster according to the category they belong : for example Sri Nitiish Das belongs to SC then write his name against a Point in Roster earmarked for SC like point no. 8. This process may not be as per seniority.

Step 4: If a particular category of person like SC/STP is not available in the college or cadre, you have to adjust other category of person against this points, in this case you have to mention in the Remarks column that "occupied by General "or occupied by OBC as the case may be.

**Calculation of entitlement:** The prescribed format of Roster is a calculator, it has already calculated the entitlement of reserved category in the points upto your sanctioned strength. Carefully see the roster, if your Roster is upto 49 position, see the last OBC Point, it is mentioned as 47: OBC/MOBC-13 it means the entitlement of OBC is 13 in your cadre upto 49. Calculate like this.

Subtract the categoriwise man in position; it gives your shortfall in the cadre.

Step 5 : While writing names or putting up men in position in the cadrer show their departments against their names, because if you don't mentioned department, how can you reserve a Point for a particular category ?

**For Roster Less than 14 or 14 Sanctioned Strength: For cadre strength of 14 or less than 14 like that of jr. Asst. and grade iv, draw the Roster upto Point no. 14 (type it upto point no. 14) but you will use the points only upto your sanctioned strength like 4,5,or 6 whatever it is other points will be shown blank.**

There will be only 3 Category of Roster in your college:

1. For Asst. Prof./Associate Professors

2. Grade III all like Junior Asst/Sr. Asst./Library Asst. Lab Asst. : UDAs will be shown in this roster, separate roster for UDA will only be prepared if you give promotion from LDA to UDA. Supervisory Asst. is a single cadre post, no roster needed. Principal is a single cadre post, no roster needed.

Vacant positions should be shown in order in which they occurred, for example Assamese vacancy occurred first than Bengali, the vacant position of Assamese should be shown above Bengali for a transparency in the roster.

A Roster of Pandu College approved from here is uploaded for your guidance.

  
Director of Higher Education

**ROSTER REGISTER OF PANDU COLLEGE GUWAHATI-12**  
**NAME OF THE POST: ASST. PROFESSOR/ASSOCIATE PROFESSOR**  
**CADRE STRENGTH; 74 MEN IN POSITION-63 VANCANT-11**

Replaceme nt No.	Roster Point No.	Name	Date of Appointmen t	Whether SC/ST(P)/S T-H/OBC- UR	Remarks
1	2	3	4	5	6
1	UR	Mrs. Jaysree Baruah, Asso. Prof. Political Science	1/11/1983	General	
2	OBC/MOB C-1	Bandana Das, Asst. Professor, Physics	15/2005	OBC	
3.	UR	Chandana Sinha Roy, Asso. Prof. Education	4/3/1993	General	
4	UR	Kamal Dutta Asso. Prof Statistics	1.9/1984	General	
5	ST(P)-1	Sri Pranjal Patiri, Asso. Prof. Political Science	16/7/1997	ST(P)	
6	OBC/MOB C-2	Dr. (Mrs) Ruma Medhi Asso. Prof. Education	19/7/1997	OBC	
7	UR	Dr. Urmila Hazarika, Asso. Prof. Philosophy	1/8/1996	General	
8	SC-1	Dr. Nil Mohan Roy, Asso. Prof. Assamese	1/8/1997	SC	
9	UR	Dr. Sharbari Roy, Asso. Prof. Bengali	25/8/1986	General	
10	ST(H)-1	Dr. Pranita Das, Asst Prof. Physics	13/6/2011	SC	Occupied by SC no STH in man in posn
11	OBC/MOB C-3	Shri Rafiqul Haque, Asso. Prof. Hindi	01/01/1984	General	Occupied by Gene
12	UR	Dr. Shirin Banu, Asso. Prof. History	25/8/1986	General	
13	OBC/MOB C-4	Dr. Sanchay Jyoti Bora Asst. Prof Chemistry	29/10/2005	General	Occupied by Gen
14	UR	Mrs. Geeetali Das, Asso. Prof. Zoology	1/1/1987	General	
15	ST(P)-2	Sri Dipjyoti Barman, Asst. Prof Mathematics	4/9/2000	ST(P)	
16	UR	Dr. Prasanta Kr. Barman Asso. Prof. Mathematics	24/8/1987	General	
17	OBC- MOBC-5	Dr. (Mrs.) Dulumoni Saharia Asst. Prof. Botany	29/10/2005	OBC	
18	UR	Dr. Minakshi Bhattacharya Asso. Prof. Economics	5/10/1988	General	
19	UR	Dr. Sabita Devee Asso. Prof. Sanskrit	23/9/1989	General	
20	UR	Dr. Jolly Baruah Asso. Prof. English	2/4/1991	General	
21	OBC/MOB C-6	Sri Sanjib Kr. Barman, Asst. Prof. English	31/10/2005	OBC	
22	SC-2	Sri Ajoy Proasad saikia Asst. Prof. Commerce	17/11/1999	SC	
23	UR	Dr. Rana Sarmah Asso. Prof. Geography	4/3/1993	UR	
24	UR	Dr. Giti Goswami, Asso. Prof. Statistics	10/3/1993	General	
25	ST(P)-3	Shri Anandaram Boro Asst. Prof. Zoology	22/4/2008	ST(P)	
26	OBC/MOB C-7	Sri Riju Kumar, Asst. Prof. Mathematics	8/5/2007	OBC	
27	UR	Dr. Asha Sarma. Asso. Prof Political Science	10/3/1993	General	
28	OBC/MOB C-8	Bhaskarjyoti Hazarika, Asst. Prof. Physics	16/5/2007	OBC	